



APPLICATION INSTRUCTIONS

SPECIAL LICENSING

SUBJECT: Instructions for completing Manufacturer's Original, Renewal and Reinstatement Application Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below you will find detailed instructions on how to properly complete the necessary application to become a licensed manufacturer. Should you have any questions or comments you any contact the State Building Codes Office at (804) 371-7150.

- QUESTION 1:** Mark application as type of applicant; Dealer, Manufacturer, Broker, or Salesperson.
- QUESTION 2:** Specify Current License Number and Name of Applicant for Temporary Location as Licensed by the Virginia Manufactured Housing Board. (*Note:* special licenses approval by the Board shall not be issued to exceed 10 days in duration for the temporary place of business operation.)
- QUESTION 3:** Specify the individual applying for the license.
- QUESTION 4:** Specify phone number for applicant.
- QUESTION 5:** Provide e-mail address for applicant.
- QUESTION 6:** Specify phone number for temporary location.
- QUESTION 7:** Specify the City, County or Town that temporary operation is to be located.
- QUESTION 8:** Provide physical address of temporary location.
- QUESTION 9:** Specify business hours of operation, this should reflect the hours that are posted at the site.
- QUESTION 10:** Please read and sign the "Statement of Compliance" attached to the application.

NOTE:

Return the completed application with a check or money order made payable to the “**Treasurer of Virginia**” and mail to the following address:

**Virginia Department of Housing and Community Development
Division of Building & Fire Regulation
P.O. Box 652
Richmond, VA 23218-0652**

APPLICATION FEES DUE FOR SPECIAL LICENSES:

- Manufacturer \$40.00
- Dealer \$40.00
- Brokers \$40.00
- Salespersons \$30.00